Phoenix Program
Process Definition – Accounts Payable

Process	***General Funds Transfers/Payments for Services***
Process Number	***AP-075***

Description of Process

Agencies make payments to DOAS, GTA, and the Ga. Building Authority for monthly services. An agency may initiate these payments by using General Funds Transfer. General Funds Transfer will be handled as a Wire Payment in PeopleSoft. Wire Payments allow the user to generate payments outside of the regular system payment processing. Like other General Funds Transfer procedures, agencies must continue to contact the Office of Treasury and Fiscal Services (OTFS) and inform them of the payment transfer amount and the receiving department (DOAS, GTA, or GBA) via the Allotment Request Intranet System (ARIS).

Only Agencies that receive State Appropriations directly will have an Allotment account with OTFS. Technical Schools do not have an account with OTFS. Each agency that receives State Appropriations will have a bank account established to perform General Funds Transfer. OTFS will serve as an internal bank for these agencies. The bank account will be established by Financial Systems (FS) as follows: Bank = 9999, Office of Treasury and Fiscal Services, Account = 2040, General Funds Transfer, Account # = 48600, and Account = 196119, Clearing Account - General Funds Transfer.

To process Wire payments in Peoplesoft, enter a voucher and then record a wire payment against it as per the following procedure.

Input to Process

Agency's requirement to pay service payments to DOAS, GTA, or GBA.

Output of Process

The Office of Treasury and Fiscal Services directly withdraws money from the requesting agency's allotment account and deposits it into the appropriate DOAS, GTA, or GBA accounts.

Service Level Agreement Required? (if yes, provide a brief description)

None

PeopleSoft Panel Groups being Used

Function	Panel Group
Use	Administer Procurement – Enter Voucher Information – Use – Voucher – Record Payment Administer Procurement – Create Payments – Use – **Payment Entry**

Function	Panel Group
Inquiry – PS Delivered	Administer Procurement-Create Payments-Inquire-**Payment Information** panel allows you to view the status of a payment. You can also view all of the vouchers paid by a particular payment after Payment Posting.
	Administer Procurement-Create Payments-Inquire-**Voucher Inquiry** panel provides a view of voucher information of all payments associated with a specific voucher.
Inquiry – Custom	**0AP052_VCHRS_BY_PAYMENT_REF** allows users to view voucher and payment information for a specified payment reference number. The agency making the payment should run this query after the wire payments post and provide the data to the agency receiving the payment.
Reports – Custom	**APXXX0404 Payables Due Proof**. This report shows all vouchers that are scheduled for payment on a specific date.
	APXXX042E Payment History by Vendor Report lists payments made by vendor in vendor name sequence.
	APXXX0408 Payment Activity Report lists detailed payment information sorted by reference number for system checks, manual checks, express checks, EFT, and wire transfers.
	APXXX0403 Outstanding Payables by Vendor lists all vouchers that have not been paid.
	APXXX0421 Cash Disbursements by Program Report lists payments generated by payables in payment reference number order.

Process Description	Responsibility (Agency/Centralized)
Enter Wire Payment for Single Voucher Step 1: **Enter Voucher** A voucher must be entered, and have a “postable” status. **Reminder: On the “Schedule Payment” panel, agency must select Bank 9999, Account 2040, and Payment Method of “Wire”. After batch processing, the voucher will be ready for the payment to be recorded**.	Agency
Step 2: **Record Wire Payment** On the Record Payment panel, verify “Wire” as the Payment Method and select Record a Payment as the Payment Action. This will indicate that this voucher will be paid via Wire Payment. Users should confirm the Remit to Payee, Payee Location, Bank, Account, Reference and Date information is correct to ensure accurate recording of Wire Payment data. **Agencies should verify that their OTFS bank account information is selected**. **The Reference number is system required. The Reference Number for agency payments for services made via the Allotment Request Intranet System (ARIS) should be the 8 digit confirmation number assigned by OTFS**. Users should confirm the following information on the “Record Payment” panel to ensure accurate recording of the wire payment: Remit to Payee, Payee Location, Bank, Account, Reference and Date **(transaction should have same date as actual wire transfer to OTFS).**	Agency
Step 3: **Delete a Payment (if necessary)** A Wire Payment can only be deleted if vouchers have not been applied. Once a regular payment has passed through the Pay Cycle, you cannot delete the payment.	Agency
Step 4: **Perform Batch Processing** The payables posting program will be run during nightly batch processing to create accounting entries based on the payments. PeopleSoft will not post a payment until a voucher has been applied to it. Then the Journal Generation process takes accounting entries and formats them into summarized journal entries that are posted to the General Ledger.	Financial Systems Solutions
Step 5: **Provide Payment Data to Receiving Agency (Interagency payments for services only)** Run the **0AP052_VCHRS_BY_PAYMENT_REF** query to Excel. Send this data via email to the agency receiving the payment.	Agency

Enter a Wire Payment With Multiple Vouchers Step 1**: Enter Voucher** Vouchers must be entered, and have a "Valid BCM" status. **Reminder: On the "Schedule Payment" panel, agency must select Bank 9999, Account 2040, and Payment Method of "Wire". After batch processing, the voucher will be ready for the payment to be recorded**.	Agency
Step 2: **Record Wire Payment** Users are permitted to record a wire payment with multiple vouchers existing in the PeopleSoft system. Navigate to Create Payments - Use- Payment Entry - Add. The Add – Payment Entry dialog box will appear with the following fields: Remit SetID (will default to STATE because the vendor file is established at the STATE level), Remit Vendor, Bank SetID, Bank Code, Bank Account, and Payment Reference (all of which require entry by user). **The Reference Number for agency payments for services made via the Allotment Request Intranet System (ARIS) should be the 8 digit confirmation number assigned by OTFS**. **Only vouchers with the specified Bank Code and Bank Account for the given Business Unit and Vendor Code will be listed to apply to a payment.**	Agency
Step 3**: Apply a Wire Payment to Vouchers** Users should complete the Payment Entry panel that includes entering Amount and Payment Method of "Wire" and then save the payment. Next, hit the Apply button. Users should complete the Apply Vouchers to a Payment panel by selecting the appropriate vouchers (by clicking on "Apply Gross Amount") for the payment and **select the "Post this Payment" checkbox and save the panel**. After all of the vouchers have been applied, the Balance amount should equal $0. The amount of the Payment entered must add up to either the Gross Amount or the Gross minus the Discount. If you enter a payment amount that is different than the Gross Amount or Discount Amount, you will have to enter additional vouchers to add up to one of those amounts.	Agency
Step 4: **Provide Payment Data to Receiving Agency (Interagency payments for services only)** Run the **0AP052_VCHRS_BY_PAYMENT_REF** query to Excel. Send this data via email to the agency receiving the payment.	Agency

APPROVAL FORM

SIGNER	ROLE	APV	NOT APV	DATE
Henrietta Adams				01-08-04